NOTE: This course is not designed for transfer credit.

Catalog Course Description:

A study of principles of Human Resources management including, equal employment law, recruitment, selection, and development and maintenance of the human resource.

Entry Level Standards:

Students must be able to read and write at the college level.

Prerequisite:

MGT 2000 or HSP 2200

Textbook(s) and Other Reference Materials Basic to the Course:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Strategic Role of Human Resource Management</td>
</tr>
<tr>
<td>2</td>
<td>Managing Quality and Productivity</td>
</tr>
<tr>
<td>3-4</td>
<td>Equal Opportunity and the Law</td>
</tr>
<tr>
<td>5</td>
<td>Guaranteed Fair Treatment</td>
</tr>
<tr>
<td>6</td>
<td>Labor Relations and Collective Bargaining</td>
</tr>
<tr>
<td>7</td>
<td>Job Analysis</td>
</tr>
<tr>
<td>8</td>
<td>Personnel Planning and Recruiting</td>
</tr>
<tr>
<td>9</td>
<td>Employee Testing and Selection</td>
</tr>
<tr>
<td>10</td>
<td>Interviewing Candidates</td>
</tr>
<tr>
<td>11-12</td>
<td>Orientation and Training</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Demonstrate an understanding of the human resources management function. I, III, IV, VIII

B. Demonstrate an understanding of the impact of human resource management on productivity and quality. I, II, IV, VIII

C. Exhibit a thorough knowledge of equal opportunity laws, job analysis, planning, recruitment, and selection. I, III

D. Prove understanding of performance appraisal, labor relations, and disciplinary aspects of human resource management. I, III

E. Demonstrate an understanding of techniques for successfully integrating employees into the work group. I, II, III, V

*Roman numerals after course objectives reference goals of the MGT program.

III. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Explain what human resource management is and its role in the management process. A

2. Give several examples of how human resource management concepts and techniques can be of use to all managers. A

3. Discuss the factors that influence one's human resources management philosophy. A

4. Discuss guidelines to follow in ensuring an effective quality improvement program. B

5. Explain how human resources contribute to productivity. A, B

6. Discuss how productivity, innovation, and loyalty are related. A, B

7. Describe how employee involvement relates to productivity. A

8. Cite the main features of recent employment discrimination laws. C

9. Define adverse impact and explain how it is proved and its significance. C

10. Cite specific discriminatory human resource management practices. C

11. Explain defenses you can use in the event of discriminatory practice allegations. C

12. Discuss the impact of the Americans with Disabilities Act on Human Resource Management. C

13. Discuss the issues and problems associated with drug tests. C
14. Explain the concept of just cause and how it is determined. C
15. Outline a progressive discipline sequence. A, D
16. Investigate disciplinary problems and demonstrate approaches to disciplinary action. D
17. Discuss the steps in an employee termination interview. C
18. Cite important incidents in the history of the U.S. labor movement. D
19. Discuss the main features of three major labor legislation laws. D
20. Give examples of typical situations during the union drive and election. D
21. Explain preparations for union contract negotiations. D
22. Make decisions that will affect the overall functioning of the computer simulation company and his/her performance as manager. E
23. Recognize the connection between effective management and bottom-line results. E
24. Perform job analysis and prepare job descriptions and job specifications. C
25. Identify methods of collecting job analysis data. C
26. Define job design and discuss its dimensions. A, C
27. Summarize the steps in recruitment and placement. C
28. Compare and contrast at least five sources of job candidates. C
29. Define the concepts of reliability and validity in the selection process. C
30. Explain how to validate a test. C
31. Give examples of ethical and legal considerations in testing. C
32. Explain factors that affect the usefulness of interviews and guidelines for being a more effective interviewer. C
33. Effectively interview a job candidate. C
34. Explain how to develop an orientation and socialization program. E
35. Discuss at least two techniques used for assessing training needs. E
36. Describe the different types of performance appraisal tools available today. D
37. Explain the problems to be avoided in appraising performance. D
38. Hold an effective appraisal interview. D

*Letters after performance expectations reference the course objectives listed above.

**IV. Evaluation:**

A. Testing Procedures:
Students are evaluated primarily on the basis of tests. A minimum of three major tests is recommended.

B. Laboratory Expectations: None

C. Field Work:

Students will be responsible for a written and oral report on a current personnel issue. Further details about the report will be given in class.

D. Other Evaluation Methods:

Class participation, group work and homework also comprise the final grade for the course. Each instructor must provide full details during the first week of class via a syllabus supplement.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 - 100</td>
<td>A</td>
</tr>
<tr>
<td>89 - 91</td>
<td>B+</td>
</tr>
<tr>
<td>82 - 88</td>
<td>B</td>
</tr>
<tr>
<td>79 - 81</td>
<td>C+</td>
</tr>
<tr>
<td>72 - 78</td>
<td>C</td>
</tr>
<tr>
<td>65 - 71</td>
<td>D</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
</tr>
</tbody>
</table>

NOTE: To receive the Supervision Certificate, the minimum grade in each of the three courses is "C". The three courses are MGT 2000 Principles of Management, MGT 2030 Team Leadership, and MGT 2050 Human Resources.

V. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.